



Town of Saugus

Office of
The Board of Assessors
298 Central St. Suite 3
Saugus, MA 01906
(781) 231-4134

Date Received:

Reviewed By:

Michelle Branciforte, MAA, Deputy Assessor
Tammy Sands, MAA, Assist. Deputy Assessor
Tracy Mingolelli, Principal Clerk

David Ricciardelli, Member
Dan Kelly, Member

MAIL ADDRESS CHANGE FORM:

Current Fiscal Year Owner: _____

Property Location (Address): _____

Mailing Address: _____

Do you reside at the location of the property listed on line 2? Yes _____ No _____

Telephone # _____ Email: _____

Are you a new owner? Yes _____ No _____ If Yes, date of purchase: _____

Signature of Requestor: _____

Printed Name of Requestor: _____

(If not owner) Relation to Owner: _____

Note: If record owner is unavailable: submit power of attorney, deed, will, or court appointment

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The Town of Saugus operates under a quarterly billing system. The Fiscal Year tax bill is sent to the owner of record as of January 1. If you purchased a property after January 1, the next Fiscal Year bill will list the previous owner's name. In order to receive future bills at the appropriate address, please fill out this form.

Please note: The signature of the owner is required on the form before any changes of mailing address can be authorized. **Fill out this form and return to:**

**Saugus Town Hall
Assessing Department
298 Central Street
Saugus, MA 01906**